

CONFIDENTIAL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Telephone Operations Relocation



FROM:

Director of Communications

EXTENSION

NO.

OC-0862-84

DATE

5 OCT 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Logistics

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DDL

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C/NBPO

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C/HOME - copy sent 10/10/84

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> Action fls.

make me
a copy - dist

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C O N F I D E N T I A L

OC-0862-84
5 OCT 1984

MEMORANDUM FOR: Director of Logistics

25X1 FROM:

Director of Communications

25X1 SUBJECT: Telephone Operations Relocation

1. This memorandum describes a general plan for relocating the telephone operations center and contains a request for action in paragraph 4.

2. In order to accommodate your plans to expand the cafeteria, we have been requested by the NBPO to consider relocating our first floor telephone operations center to the ground floor. We have analyzed NBPO's request and concluded that a relocation is feasible and is facilitated by our plans to reconfigure most of the systems within the telephone center. Our major concerns are schedule, cost, and appropriate space for the relocated functions.

3. We have developed a general plan for relocating telephone functions from the first floor. If implemented, this plan could result in making nearly 4,000 square feet of space available in the Headquarters Building. Salient requirements of the plan are as follows:

- a. Non-Secure Telephones - We need 5000 square feet (sq. ft.) on the ground floor as close to the cable vault as possible and meeting our environmental specifications, e.g., electromagnetic, acoustic, power, temperature, etc. Partial site prep by April 85 and final by September 85.
- b. Secure Telephone and Data - We need 4500 sq. ft. in the GD59 area (adjacent to our existing secure voice switch and central distribution frame). Partial site prep by June 85 and final by September 85.

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25X1 SUBJECT: Telephone Operations Relocation

- c. Interim Machine Area - We need to retain approximately 2000 sq. ft. in the existing telephone operations center (Rooms 1C6210 and 1C6215) on the first floor until the OC machine area in the new building is ready.
- d. Interim Office Space - We need approximately 1200 sq. ft. of office space for personnel displaced from 1C6207 area. Personnel will be moved eventually when OC office spaces in the new building are ready.
- e. Site Prep - Funds for accomplishing the site preps listed above will be provided via OL programs vice OC's New Building Communications initiative.

25X1

4. During our 28 August 84 briefing, we described to you our plans to implement an Agency owned non-secure telephone system by Jan. 86. As the cost avoidance of implementing a new non-secure telephone system is estimated at \$250K per month, it is crucial that we finalize a location for this system soon. The April 85 partial site prep requirement is essential to realize the projected cost avoidance by January 1986. If you agree in principle with the above outlined plan, in coordination with the Domestic Networks Division, will work out the specifics with NBPO and HOME. Both of our offices will need to make a concerted effort to implement the above plan on schedule.

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